

VA ADAPTIVE SPORTS GRANT PROGRAM FREQUENTLY ASKED QUESTIONS

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VA ADAPTIVE SPORTS GRANT PROGRAM FREQUENTLY ASKED QUESTIONS

ADAPTIVE SPORTS GRANT VS. EQUINE THERAPY GRANT

Q: Why does the VA Adaptive Sports Grant Program include two Notice of Funding Availabilities (NOFAs)?

A: VA has found that projects funded under the Equine Therapy designation are unique and hold significant differences from projects funded under the Adaptive Sports General designation. For this reason, two separate NOFAs have been announced. Applicants should review both NOFAs and select the designations that best address the goals of their program.

Q: Will funds be set aside specifically for Equine Therapy grant applications?

A: The NOFAs will state if there is funding specifically for any specialty focus areas. The 2024 VA Adaptive Sports Grant Program includes two separate NOFAs; VA-SPORTS-24 announces the availability of up to \$14,500,000 designated for adaptive sports and VA-EQUINE-24 announces the availability of \$1,500,000 designated for equine therapy.

Q: What forms are required for applying under the Equine Therapy designation?

A: All documentation is the same for all applications. All required and optional forms and documents are stated in the NOFA (VA-EQUINE-24)

Q: Can the Equine Therapy grant be used for research?

A: This is not a research grant program, so research activities are not allowable expenses.

Q: Our organization provides adaptive horseback riding and other equine activities. Which NOFA should we apply to?

A: The definition for Equine Therapy regarding the VA Adaptive Sports Grant Program is listed in the NOFAs as “equine-assisted activities that address mental health; Not to include equine activities that do not address mental health and are solely for the purpose of participation in sport.” If your programming falls within the definition of Equine Therapy as stated in the NOFA, you should apply to VA-EQUINE-24. If your program does not fall within the definition of Equine Therapy as stated in the NOFA, then consider applying for VA-SPORTS-24.

Q: Our organization provides adaptive sports programming AND equine therapy programming. Which NOFA should we apply to?

A: If your organization offers adaptive sports programming as defined in VA-SPORTS-24, and equine therapy as defined in VA-EQUINE-24, you may consider applying to each NOFA separately. If adaptive sports and equine therapy activities are integrated, you may apply to the NOFA that best reflects the key programming (consider how your proposal aligns to the scoring criteria).

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APPLICATION

Q: Where can I find information on the VA Adaptive Sports Grant?

A: All information needed to apply for the VA Adaptive Sports Grant is in the NOFA, which can be found on the VA Adaptive Sports Grant Program website <https://www.blogs.va.gov/nvspse/grant-program/>.

Q: Can you provide training to help me understand how to apply?

A: Grants.gov Grants Learning Center provides a series of training modules which provide training on the stages of the grant application process.

In addition, VA will host a virtual training session to provide information on the application process, specific to the VA Adaptive Sports Grant Program. The virtual training session will be posted on our website: <https://www.blogs.va.gov/nvspse/grant-program/>.

Q: If I am submitting electronically and experience trouble with Grants.gov, where do I go for assistance?

A: The website for Grants.gov has a support center (Support | GRANTS.GOV) to help you successfully find and apply for grants, including technical assistance information. There is also a help line that is available 24/7 excluding federal holidays. You may contact Grants.gov by entering a help desk ticket or by calling 1-800-518-4726. We recommend allowing at least 48 hours for the Grants.gov support team to respond.

All technical questions related to the content of the NOFA must be submitted to VA no later than 10 business days prior to the submission deadline.

A: I submitted my application a week ahead of the closing date but found an error the next day. Can I re-submit a corrected application?

A: After an applicant has submitted a complete application, an applicant may submit an amendment to the grant application package, as described under 38 CFR Part 77.6. Amendments to add missing forms or serve to correct an incomplete initial application will not be considered. An amendment cannot change the scope of the original application or increase the amount of the grant requested by more than a total of 10-percent. An applicant seeking to amend its grant application must submit a narrative description of, and clear justification for, the requested changes, a revised Standard Form 424 (Application for Federal Assistance), and a revised Standard Form 424A (Budget Information). These revised documents must also be submitted through www.grants.gov.

If multiple applications are submitted; VA will review the application with the most recent date/time stamp that is received before the deadline has passed. Previous applications will not be reviewed if the last timely application is determined to be non-responsive

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Q: I started my application submission in Grants.gov before the date and time listed in the NOFA, but I did not complete my submission before the date and time listed in the NOFA. Is my application timely?

A: No. The Grants.gov date and time stamp will be used to determine if your application was submitted in a timely manner. If that date and time stamp is after the deadline for timely submission of the application, the application is untimely and will not be reviewed. If duplicate applications are submitted, the application with the most recent timestamp will be forwarded for review.

Q: My organization has applied before; would we already have a person designated as EBIZ POC or can I establish myself as this?

A: The E-Business Point of Contact (EBIZ POC) is established by the submitting organizations as an official representative of that organization who can authorize individuals to various roles within Grants.gov. These roles include drafting and submitting applications on behalf of that organization. If you are unsure of who your organization's EBIZ POC is, and you would like to make modifications to your roles within the system, please contact Grants.gov so that they can connect you with this individual. Failure to have appropriate roles to allow for successful submission in Grants.gov prior to the application deadline is not an acceptable reason for an extension of the submission deadline.

Q: If I receive an e-mail from Grants.gov saying my application was "successfully validated" does that mean my application was timely and responsive?

A: No. Grants.gov does not check an application for required forms, narratives, etc. (responsive items); hence, an application can be successfully submitted through Grants.gov, but may still lack one or more responsive items. VA will deem all applications submitted after the NOFA designated deadline as "late".

Q: I registered with the System for Award Management (SAM) over a year ago and my registration was not active when I submitted my grant application. Will my application proceed through the review process?

A: No. Applications submitted by applicants found to not have an active registration may not be referred to the merit review panel.

ELIGIBLE ENTITIES

Q: Who is eligible to apply for the VA Adaptive Sports Grants?

A: To be eligible for a grant, an organization must be a non-federal entity with significant experience in managing a large-scale adaptive sports program. Eligibility criteria is defined in 38 CFR Part 77.2 and 38 U.S.C 521A(a)(2).

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AWARD PERIOD

Q: Our organization has a 5-year plan for developing adaptive sports activities for Veterans with disabilities. Can it receive a multi-year grant?

A: No. The Adaptive Sports Grants Program grant is for the period stated in the NOFA, which is typically one year. The 2024 VA Adaptive Sports Grant is a one-year grant, beginning September 30, 2024 and ending September 30, 2025.

Q: What happens if our organization experiences delays in completing grant deliverables before the end of the grant cycle?

A: A no cost extension up to one year may be requested in writing via a revised VA Form 10096 and written justification of the requested change. Extensions will not be granted for the purpose of expending unused funds. Any approval of an extension must be received in writing by the grantee from a designated VA Adaptive Sports Grant Program representative prior to implementation of extended activities. VA Adaptive Sports Grant Program reserves the right to deny or negotiate no cost extension requests.

GRANT CONTENT SUPPORT

Q: Can VA provide support and insight into what proposal ideas will score well and potentially get funded?

A: The Merit Review team will score your application based on how well your application addresses the criteria laid out in 38 CFR 77.5 and the NOFA. VA cannot discuss substantive items that may influence the results of the competitive grant process.

Q: What is the typical cost per participant ratio that is desired?

A: The cost per participant is understood to vary based on location and activity. A Budget Details document must be included in your application, which can address the proposed cost per participant.

Q: What is the recommended total budget an award?

A: Award budgets should be based on what is reasonable and appropriate for the services proposed in the application. VA-SPORTS-23 awards ranged from approximately \$7,400.00 to \$750,000.00. As stated in the NOFA, 2024 VA Adaptive Sports Grant proposals should not exceed \$750,000.

FORMS AND FORMAT

Q: Is a pre-application required for the Adaptive Sports Grants Program grant?

A: There currently is no requirement for a Pre-Application for Adaptive Sports Grants Program.

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Q: What forms are required to ensure a complete application is submitted?

A: The list of required forms will be detailed in the NOFA. Please ensure all required documents are included in your submission and are completed in their entirety.

SF-424 (Application for Federal Assistance)

Q: How do you fill out Standard Form 424?

A: The SF-424 instructions are located on the VA Adaptive Sports Program website. Please review the instructions before filling out the SF-424.

Q: What is the Adaptive Sports Grants Program Competition Identification Number (CEI) for filling out Block 13 on Form SF-424?

A: These fields are pre-populated by Grants.gov, so you do not need to enter this field.

VA Form 10091 – FSC Vendor File Request Form

Q. Where can I find the VA Form 10091?

A web version of this document must be submitted through the VA Customer Engagement Portal at <https://www.cep.fsc.va.gov/> by the application deadline stated in this NOFA. This document must be submitted through the VA Customer Engagement Portal at the time of application. Ensure that the information provided on this form aligns with the information listed in SAM.gov. This step is required for all applicants.

Q: Since it doesn't include adaptive sports information, why does VA need the VA Form 10091 for assessing Adaptive Sports Grants Programs?

A: A VA Form 10091 is a mandatory submission for the VA Adaptive Sports Grant application. If your proposal is recommended for funding, the VA Form 10091 will establish your organization as a vendor.

Q: On the VA Form 10091, what is my NPI number?

A: A National Provider Identifier (NPI) is not a required field on the VA Form 10091.

Q: On the VA Form 10091, what do I put in the VA Facility Information blocks?

A: The VA Facility Information blocks can be left blank. The required fields for the VA Form 10091 are highlighted.

Q: Does my organization need to complete VA Form 10091 if it has been completed in the past?

A: The NOFA will specify what forms are required to make up a complete application. VA Form 10091 is a mandatory item for the 2024 VA Adaptive Sports Grant Program.

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OMB Approved No. 7500-0046
Exempt from Section 17 Minors
Expiration Date 01-01-2024

VA FSC VENDOR FILE REQUEST FORM

☐ NEW ☐ UPDATE ☐ DATE (MM/DD/YYYY)

VA FACILITY INFORMATION

STATION NUMBER ☐ NCA ☐ VBA ☐ VBA

STATION CONTACT

STATION PHONE NUMBER STATION FAX NUMBER

STATION EMAIL ADDRESS

PAYEE/VENDOR TYPE (Select one)

☐ C - COMMERCIAL/JAUC ☐ F - FEDERAL AGENCY

☐ E - EMPLOYEE ☐ O - FOREIGN

☐ I - INDIVIDUAL/HONORARIUM ☐ A - AGENT CASHIER

☐ V - VETERAN ☐ U - UTILITY

☐ CAREGIVER ☐ MEDICAL PROVIDER

MISCELLANEOUS ACTIONS (Select one)

☐ WINS ☐ ASSIGNMENT OF CLAIMS

☐ BILL OF COLLECTIONS ☐ SETTLEMENT/FORTS

☐ LOY ACCOUNT #

FOR QUESTIONS REGARDING THIS FORM:
SEE CONTACTS AND REMARKS

VA-FSC CUSTOMER ENGAGEMENT:
PHONE: 512-460-0380
EMAIL: VA-FSC@HHS.GOV

FOR ALL OTHER INQUIRIES:
CUSTOMER CARE CENTER: 1-877-303-8791
STATION CARE CENTER: 1-866-372-1541
SUBMIT ALL DOCUMENTATION VIA:
SECURE FAX: 512-460-0021

PRIVACY ACT STATEMENT
The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 38 U.S.C. 1552 and 38 CFR 2.101. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

PAYEE/VENDOR INFORMATION

☐ COMMERCIAL VENDOR REGISTERED IN SAM.gov
(Required IEP F.I.R. 4.1162)

UNIQUE ENTITY IDENTIFIER (UEI)

STI IDENTIFIER

SSN/TIN

NP

☐ SMALL BUSINESS PAYEE/VENDOR MUST BE QUALIFIED AS SMALL BUSINESS IN SAM OR FURNISH SBA CONFIRMATION

PAYEE/VENDOR NAME

SBA

AUTHORIZED REPRESENTATIVE NAME

EMAIL ADDRESS

PHONE NUMBER

CURRENT ADDRESS (Include Street, City, State and Zip Code)

PREVIOUS ADDRESS (Include Street, City, State and Zip Code)

EFT/ACH (Required IEP 31 CFR Part 206)

BANK NAME

BANK ADDRESS (Include City, State and Zip Code)

NINE-DIGIT BANK ROUTING NUMBER

ACCOUNT NUMBER

ACCOUNT TYPE

☐ CHECKING ☐ SAVINGS

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE OF AUTHORIZED REPRESENTATIVE

NORMAL PROCESSING TIME IS 3 - 5 BUSINESS DAYS. WE DO NOT ACCEPT INVOICES

VA FORM 10091
MAR 2022

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VA Form 10096 – Adaptive Sports Grant Application

Q. Has the VA Form 10096 been updated?

A. Yes, the VA Form 10096 has been updated for VA-SPORTS-24 and VA-EQUINE-24. Major changes to the VA Form 10096 will be discussed during the virtual training session. A link to the virtual training session will be posted on our website:
<https://www.blogs.va.gov/nvspse/grant-program/>

Q: I'm working on the VA Form 10096 and inputting data. When I go to save it - only partially done - the windows are empty when I open the file again. Can you help please?

A: Verify you have a current version of Adobe software and if not, update your Adobe software. Applicants who are running an outdated version of Adobe have experienced this problem. One technique is to save a blank document in/on whatever drive you are using and work from that lone copy.

Q: My budget estimates for the deliverables in Exhibit A don't exactly add up to the totals in the overall budget in Exhibit B; is that a problem?

A: Exhibit A budget estimates by deliverables should reflect the proposed budget in Exhibit B.

Q: There is not enough room to enter all the information requested on the VA Form 10096. Where should I enter that information?

A: It is required that you complete the VA Form 10096 completely, including details regarding your deliverables. Any supplemental information should be presented within

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the allowable forms listed in the NOFA, and should be in the same format as the VA Form 10096.

GEOGRAPHICAL SCOPE

Q: Will we be evaluated on where our program is headquartered, where we conduct the programming, or where the Veterans we recruit will be coming from?

A: The Adaptive Sports Grants Program grant proposal will be evaluated based on the information provided on your application, which should clearly describe both the location of the programming offered and locations where eligible participants participating in these programs are coming from. Evidence of support and/or partnerships in each other state/region or that illustrate your ability to recruit will help define your reach for the review board.

Q: Our organization is considering proposing adaptive sports activities at several sites. Do we have to submit a grant application for each site?

A: No. The Adaptive Sports Grants Program grant application includes the applicant's plan of adaptive sports activities that may occur at one site or at multiples sites.

Q: In the NOFA, it references geographic regions with limited sports opportunities, but I did not find a list of regions VA considers to be underserved. Can you provide more specific guidance?

A: Veteran density as well as other programs, or lack of programs, in a region are factors that are used to determine geographic need. Maps that illustrate Veteran density are searchable online. Underserved sports are sports that have been identified as high need or want in a region and/or sports that are minimally represented by applicants that receive at least the minimum score necessary for funding.

ALLOWABLE EXPENSES

Q: Our organization will be applying for a VA Adaptive Sports Grant. Are there limitations on indirect cost/Facilities and Administrative (F&A) rates or can we use our federally negotiated rates?

A: As stated in 38 CFR 77.14 administrative costs are limited to 5.0% of the total award. Personnel costs that do not involve direct coaching and/or direct instruction and other non-operational costs, are all classified as administrative costs, and are included in the maximum allowable rate of 5%.

Q: Personnel time is required to identify Veterans with disabilities to attend our events and to arrange the logistics for the event. Are these activities considered operational because they are related to the event?

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A: Administrative expenses include costs associated with an employee other than reimbursement for direct coaching or training of participants. The activities referenced are not directly providing coaching or training for participants so the expense would be considered administrative.

Q: Can Adaptive Sports Grant Program funding be requested to provide travel for Veterans and members of the Armed Forces with disabilities to tournaments and/or events?

A: Lodging and other travel expenses are allowable costs under travel costs and 2 CFR 200.475 includes an explanation of these expenses. In general, costs should adhere to the rates established by General Services Administration (GSA). The rates for all locations in the United States are available at: <https://www.gsa.gov/travel-resources>

Q: Can Adaptive Sports Grant Program funding be used to travel non-Veterans participating in the event/tournament.

A: Only the expenses related to the Veteran travel is acceptable use for Adaptive Sports Grant Program funding, but other organization funding can be used to support the costs for the other individuals.

Q: Do any items require a written justification?

A: Any application that includes the cost of storage and/or leased space, farm equipment, equine boarding, equine supplies, and/or mounted work must include a detailed written justification for these requested costs. In addition, any application with total travel costs greater than 20% of the total award must include a detailed written justification. The written justification(s) should be included within the allowable application forms, such as Budget Details or Narrative.

Q: Can the Adaptive Sports Grants Program fund research in adaptive sports?

A: No. Research is not an authorized activity as defined in 38 U.S.C. 521A(d) and 38 CFR Part 77.2.

KEY PERSONNEL

Q: Where should we list key personnel who are developing and/or providing the grant activities?

A: Key personnel should be documented on VA Form 10096: Qualifications of Personnel. Additional information may be included with the other allowable submission documents, such as the Narrative, to ensure the review board has a clear understanding of the individuals involved and their roles in the proposed activities.

Q: Are all key personnel required to be experts in their adaptive sport?

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A: No, key personnel need to be competent in the role they are. Overall, the key personnel should include a combined skill set that reflects capability to implement the proposed activities.

OUTREACH PROGRAMS

Q: What is the “outreach plan” mentioned in the NOFA and on VA Form 10096?

A: As indicated in 38 CFR 77.11 “an eligible entity must agree to conduct a joint outreach campaign with VA to inform all eligible veterans and separating members of the Armed Forces with physical disabilities about the existence of the adaptive sports activities funded by the grant”. The outreach plan is a mandatory field on VA Form 10096. You can include additional information in various places throughout your application, including but not limited to the VA Form 10096, Narrative, and Letters.

PARTNERSHIP/LETTERS OF SUPPORT

Q: How many Letters of Partnership and Letters of Support are required?

A: There is no specific number of partnership or support documents required. This number of documents provided should clearly illustrate the partnerships you have established to meet the goals and objectives of the proposed plan for adaptive sports activities. Letters of Support from VA Medical Centers, Department of Defense installations, Veteran Service Organizations or other Veteran or Service Member groups are recommended.

If your application indicates a partnership, then the Letters of Partnership document is a required submission.

Q: Does my organization need to get letters of partnership or support if we have a contract or memorandum of agreement already signed with a partner?

A: Yes, Contracts, agreements and other formal documents can be included the “Letters of Partnership” document in your application. Letters of Partnership and Letters of Support should identify that the relationship would apply to your proposed project.

NON-COMPETITIVE GRANTS

Q: What are the requirements to submit an Adaptive Sports Grant application for noncompetitive grant consideration?

A: Some adaptive sport entities may qualify for noncompetitive grant consideration. 38 CFR 77.13 provides the criteria for this consideration. If you wish to be considered as a noncompetitive applicant, you must include a written statement verifying that a particular adaptive sports activity is only available from your organization. All other application

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requirements, including required forms and timelines, remain the same for competitive and noncompetitive grant consideration.

AUTHORIZATION AND APPROPRIATIONS

Q: How many grants or how much money will be awarded in grants this year?

A: The number of grants awarded will vary based on the applications received. VA-SPORTS-24 announces the availability of up to \$14,500,000 designated for adaptive sports and VA-EQUINE-24 announces the availability of \$1,500,000 designated for equine therapy. Actual appropriations may not equal the authorized maximum level of funding.

Q: Will there be an Adaptive Sports Grants Program next year?

A: Congress has not established permanent authorization for the Adaptive Sports Grants Program. As an expiring authority, VA will only post a NOFA for funded grant cycles.

MODIFYING A FUNDED GRANT

Q: If my application for an Adaptive Sports Grants Program grant is selected, can any aspects of the grant be changed, or must I implement exactly in accordance with the grant application?

A: Changes to your grant may be requested in writing via a revised VA Form 10096 and written justification of the requested change (2 CFR 200.308). Any approval of an extension must be received in writing by the grantee from a designated VA Adaptive Sports Grant Program representative prior to implementation of any changes. Applicants should be aware there is no guarantee a change request will be approved, and grant applications should be based on implementing the program's proposed deliverables.

ELIGIBLE PARTICIPANTS FOR ADAPTIVE SPORTS ACTIVITIES

Q: What are the eligibility criteria for Veterans participating in activities funded by the VA Adaptive Sports Grant Program?

A: Any Veteran with a disability or member of the Armed Forces with a disability is eligible to participate, granted that the participant is not barred from receiving VA benefits based on their service, or barred from receiving a pension, compensation or dependency and indemnity compensation based on the character of their discharge from military service (38 CFR 77.14(e)). Programs funded through the VA Adaptive Sports Grant Program are open to eligible Veterans and members of the Armed Forces with a disability, regardless of service-connection, age, or era in which they served.

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Q: Is the Adaptive Sports Grants Program inclusive of mental health conditions or is the intent of this application for physical disabilities only?

A: 38 CFR Part 77 does not limit programming to Veterans or members of the Armed Service with physical disabilities.

Q: Can individuals who are not Veterans with disabilities participate?

A: VA Adaptive Sports Grant Program funds must be used to support eligible Veterans and members of the Armed Forces with disabilities only.

PAYMENT OF FUNDS

Q: How will our organization receive the funds?

A: After notification of award, recipients will receive information regarding payment and reporting. Payments for the VA Adaptive Sports Grant are made on a reimbursement basis providing the grant recipient is adhering to established policies.